



**TO: Committee on Academic Appeals**

Cadet Name: \_\_\_\_\_ Class \_\_\_\_\_ Major \_\_\_\_\_

Current Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Academic policy for which waiver is sought: \_\_\_\_\_

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*I request that the Committee on Academic Appeals consider my appeal for a waiver of the above academic policy based on the following extenuating circumstances (attach document if necessary):*

***NOTE: This appeal must be submitted through a cadet's department head.***

*Cadets are requested to review their waiver with their department head. Department heads will be requested to provide input to the Committee as appropriate regarding the waiver.*

*Additional Supporting Documentation: (Required if outside factors relate to petition request.)*

*The following additional documentation is being forwarded:* \_\_\_\_\_

*Cadet Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*The Committee will not consider appeals that are incomplete or lack all required supporting documentation.*

*NOTE: Cadets are reminded that only one appeal is permitted over the entirety of their cadetship.*

*Completed appeals should be forwarded to:  
(Please print, obtain the necessary signatures /  
documentation and forward for processing)*

*COL Janet Battaglia, Registrar  
303 Shell Hall  
Lexington, Virginia 24450*